

**Grant Programs Directorate Information Bulletin
No. 480**

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MEMORANDUM FOR: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors
Alutiiq Tribe of Old Harbor
Fond du Lac Band of Lake Superior Chippewa

FROM: Pamela S. Williams 
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SUBJECT: **Fiscal Year 2022 Emergency Operations Center Grant Program:
Pre-Award Cost Guidance**

I. Purpose

This Information Bulletin (IB) amends the Fiscal Year (FY) 2022 Emergency Operations Center Grant Program (EOCGP) Notice of Funding Opportunity (NOFO) to allow use of EOCGP funding for certain pre-award costs and provides guidance on the approval process.

II. Applicability

This IB is applicable to all FY 2022 EOCGP award recipients and subrecipients.

III. Discussion

The [FY 2022 EOCGP NOFO](#) does not address pre-award costs, which effectively means that pre-award costs are not allowed under the FY 2022 EOCGP. However, some EOCGP recipients and subrecipients recently asked whether exceptions could be made to allow for pre-award costs, prompting FEMA to reconsider their overall allowability.

FEMA has discretionary authority to allow pre-award costs. In general, pre-award costs can be allowed as long as they were incurred: (1) after the program authority has been enacted; and (2) after the appropriation becomes available. Because the period of availability for the current appropriation goes back to the beginning of the fiscal year, FEMA can allow pre-award costs dating as far back as the beginning of FY 2022 (i.e., Oct. 1, 2021).

Pre-award costs are only allowable to the extent provided in 2 C.F.R. 200.458, which requires (1) the costs to be of a type allowable if incurred after the date of the Federal award; and (2) written approval of the Federal awarding agency, among other factors. On this basis, FEMA is allowing pre-award costs under EOCGP, where they would be otherwise allowable under the [FY 2022 EOCGP NOFO](#), and with written approval from FEMA to the recipient. See instructions noted in Section IV – Guidance. In addition, please review the caveats regarding Environmental Planning and Historic Preservation (EHP) review, described below.

As a reminder, an EHP review is required for all federally-funded projects. Most EOCGP-funded projects that involve construction activities (including site prep and any ground disturbance activities) or modifications to existing buildings will require a full EHP review. Typically, and as noted in the [FY 2022 EOCGP NOFO](#), the EHP review process must be completed before the project may begin. In some limited circumstances, FEMA can conduct an after-the-fact (ATF) EHP review, which would retroactively provide approval for EHP-related activities, and would allow grant funds to pay for pre-award costs for these activities. However, an ATF review may find EHP compliance issues that cannot be remedied because construction or installation had already begun. Such situations may compel FEMA to decline to provide pre-award costs, and even revoke federal funding for those portions of the project that fail to meet the EHP compliance requirements.

IV. Guidance

FY 2022 EOCGP award recipients who wish to use their grant funds to cover pre-award costs must submit a request in writing to the applicable [FEMA Regional Office](#) that administers the award (recipients must submit the request on behalf of subrecipients). The written request must include the following information:

- FY 2022 EOCGP award number;
- A description of the pre-award costs for which approval is sought, including the dates that the costs were incurred (costs must be incurred on or after October 1, 2021), and;
- An updated budget that accounts for the requested pre-award costs.

Following review of the pre-award cost request, the [FEMA Regional Office](#) will issue a decision letter explaining the review results and detailing which, if any, pre-award costs are approved. If the pre-award costs involve construction and/or installation activities, the letter may also communicate conditional approval pending successful completion of the required ATF review. In such case, a hold will be placed on those funds until all ATF review conditions, and any other award conditions, are satisfied. Of note, some pre-award costs, such as allowable planning activities, may be approved without any conditions or holds, thus making the funding immediately available.

As explained in the section above, pre-award costs are only allowed to the extent they are otherwise allowable following award issuance. Therefore recipients and subrecipients should refer to the allowable cost guidance included in the [FY 2022 EOCGP NOFO](#) to gain an understanding of the pre-award costs that may be allowed. In addition, since the EHP requirements apply to all federally funded projects, regardless of pre- or post-award activities, recipients and subrecipients are encouraged to refer to the EHP guidance included in the NOFO and the [FEMA.gov EHP page](#), which includes documents regarding EHP responsibilities and

program requirements, implementation of the National Environmental Policy Act, and other EHP regulations and Executive Orders.

V. Questions

For questions regarding the FY 2022 EOC Grant Program, please contact the appropriate [FEMA Regional Office](#) or FEMA GPD's Centralized Scheduling and Information Desk (CSID) at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov. CSID's hours are Monday through Friday, 9 a.m. – 5 p.m. ET.

NOTE: FY 2022 EOCGP subrecipients should direct their questions through the award recipient (i.e., the applicable State Administrative Agency).

VI. Review Date

This IB will sunset upon closure of the FY 2022 EOCGP.